

## **Mayor's Affordability Roundtable**

### **Terms of Reference**

#### **1. Background**

Norfolk County (the County) is committed to removing barriers and developing welcoming, inclusive, equitable and safe policies for the County's diverse populations. Roundtables bring together community members to leverage their collective capacity to improve neighbourhood conditions for all its residents. A Roundtable consists of constituents, community groups, municipal government, schools, local businesses and social enterprises, elected officials and politicians, non-profit associations, health and social services.

#### **2. Role / Purpose**

The purpose of the County's Affordability Roundtable is to give suggestions and ideas on how we shall move forward to achieve greater affordability to accommodate a broad range of community needs now and into the future, including housing supply.

#### **3. Roundtable Mandate / Who's Invited**

The Roundtable shall function as an advisory body to support the development of the project by recommending strategies and actions designed to achieve greater affordability for the County. To ensure an equitable approach, a diverse group of interested parties including non-profits, industry, developers, and those experiencing significant challenges with affordability shall be invited to participate.

The Roundtable shall operate in the first phase of the process and be tasked with developing recommendations to Council that shall form the basis of the purpose.

#### **4. General Terms and Codes of Conduct**

- a) Roundtable members are expected to prepare for meetings by reading through their agenda materials ahead of time, arriving at the meeting on time and being respectful of others' thoughts and opinions;
- b) Members are not permitted to designate alternate representation at meetings. Notice is given to members at the beginning of the meeting if a guest is attending a meeting;
- c) Contribute time, knowledge, skill and expertise to the fulfillment of the Roundtable's roles and responsibilities;
- d) Understand, respect and follow the mandate, roles and responsibilities of the Roundtable;
- e) Communication with the County is through the Mayor;
- f) Abide by and subject to Federal, Provincial and Municipal laws and policies, including the County's Respectful Workplace Policy and Freedom of Information;

g) All media or public communication requests must be directed to County staff to be passed on to the County's Communications Department for approval. Members of the Roundtable are not permitted to speak on behalf of the County;

h) A consensus decision-making model shall be used to determine the recommendations of the Roundtable. Consensus shall be defined as a process whereby members participate in making a decision together in alignment with the purpose of the Roundtable. A consensus decision does not necessarily reflect complete unanimity. However, decisions reached by consensus do reflect the thoughts and feelings of the group as a whole, rather than just the majority. Effective consensus building results in decisions that have been thoughtfully deliberated, incorporate diverse experience and views, and may produce the best possible decision given the configuration of interests that have come together for a given purpose. The Roundtable and administration shall work together to document recommendations, ideas with some support, and the thought behind all Roundtable decisions.

i) Roundtable members shall be the primary point of contact for their respective agencies and shall manage questions, consultation, and requests for information. As described above, the Mayor shall be the primary spokesperson for the Roundtable.

j) Attend and actively participate in the Roundtable meetings and any working group meetings as required. Without reasonable cause or leave of absence, you may be dismissed from membership to the Roundtable and only eligible for re-appointment by authority of Roundtable consensus.

k) Roundtable members are expected to provide objective perspectives and perform functions that shall not place or be seen to place them in real or perceived conflict with the mandate and scope of the Roundtable. Members must declare any private interests they have and recuse themselves from making recommendations or decisions that would impact those private interests.

## **5. Roundtable Membership**

Volunteer members are appointed by the Mayor for a term of one (1) year with the possibility of reappointment for additional terms.

Appointments to the Roundtable shall be based upon the following criteria:

- Members represent under-served and equity seeking groups such as, but not limited to:
  - Black, Indigenous, People of Colour (BIPOC)
  - Immigrants and newcomers
  - Seniors
  - Youth
  - Women
  - People living in poverty
  - People with disabilities
  - 2SLGBTQI+

- It is strongly preferred that members are from the County, and/or attend school and/or work in the County;
- Distribution of residency: while not all Wards may be represented, the membership should be fairly well balanced in terms of place of residency throughout the County;
- Be available and able to conduct site inspections on subject properties;
- Members demonstrate personal and professional experience such as:
  - Up to two (2) Citizens with experience or knowledge of affordability issues/matters;
  - Up to two (2) Citizens with experience working in academia and currently involved in research in affordability;
  - Up to two (2) Citizens-at-large with experience working with organizations relating to housing and homelessness;
  - Up to two (2) Citizens with lived experiences of homelessness and/or social housing;
  - Up to two (2) Citizens with experience working with or for social serving agencies;
  - Up to two (2) Council members as appointed by Mayor;
  - Up to two (2) Citizens with experience working in the housing development industry;
  - Up to two (2) Citizens with experience working in teams, with community groups, boards or organizations;
  - Or any mix thereof.
- Interested Parties – shall be supplemented as the detailed plan scope / topics of discussion are finalized and engagement is initiated. Identified interested party groups include but are not limited to:
  - Government organizations;
  - Educational institutions;
  - Health institutions and social agencies;
  - Economic development agencies and business;
  - Building development industry;
  - Non-profit developers;
  - Community members.
- Two (2) of the County's administrative support staff members as follows:
  - Communications Assistance (as required)
  - Recording Staff for 4 to 6 meetings

With a full Roundtable meeting consisting of nine (9) people maximum.

Each Council member is invited to provide a deputation on Ward affordability information and may help recruit community members from their Wards to attend or apply.

External members shall be recruited through an open process in an online application form appointed by the Mayor. Email: [officeofthemayor@norfolkcounty.ca](mailto:officeofthemayor@norfolkcounty.ca)

## **6. Meetings: Location, Calendar Date, Time, Meeting Schedule and Procedures**

### Rules of Procedure/Order

Quorum shall be considered to be a majority of the total number of Roundtable Members.

In the event that a quorum is not present within fifteen (15) minutes after the appointed time of the meeting, the meeting shall stand adjourned.

If quorum is not met, then the meeting may be rescheduled, cancelled, or continue for information sharing only. If delegation occurs but there is no quorum, then the eligible information should be considered as part of future decisions.

In an instance where quorum is not met, but there are external guests present to provide a presentation, the presentation may be recorded and provided for the subsequent agenda.

In the absence of Mayor, the meeting shall be cancelled.

Motions shall require a Mover and Secunder and the majority vote shall be sent to Council.

Once the Roundtable has completed its 4 to 6 meetings, a working group will be formed, with less staff resources, to continue with the process of affordability for the County and the minutes will be presented to Council.

### Schedule/Location of Meetings

The Roundtable shall meet as required at the call of the Mayor Roundtable meetings shall generally be held in public, with citizens welcome to attend and observe. These Roundtable meetings will happen over the course of every week for 4 to 6 weeks, where all seven (7) Wards will be recognized throughout the meetings. On occasion, the Roundtable may decide that it is appropriate to meet in-camera/closed and shall give reasons for doing so in accordance with the *Municipal Act, 2001*, as amended. All information presented to Council will happen in a closed meeting.

All meetings of the Roundtable shall be held in Council Chambers, unless alternate public meeting room arrangements have been made, for accessibility and recording purposes. Roundtable working groups can travel to wards if necessary.

All meetings shall be scheduled on the \_\_\_\_\_ of \_\_\_\_\_. The meetings shall begin at \_\_\_\_\_ AM/PM and close no later than \_\_\_\_\_ AM/PM, unless a time extension is approved by the Roundtable. (The date and time are to be publicized, that is still TBD). Meetings will be held on weekdays outside of traditional working hours.

The scheduling of applications shall be at the discretion of the Mayor and/or one of the County's staff members.

- The Roundtable Terms of Reference shall be reviewed, at minimum, every two years by County staff representatives, the Mayor and Roundtable members.
- The Council members are encouraged to attend each meeting.
- Records are the custody and control of the County and are subject to the *Municipal Freedom of Information and Protection of Privacy Act*.
- Minutes shall be circulated after each meeting by a County staff member.
- Working groups and sub-committees, established on a project-by-project basis, shall meet as required.

Norfolk County Council shall be kept informed of special meetings. There will be 4 to 6 Roundtable meetings. The Roundtable will dissolve at the Mayor's discretion and will only continue as a working group once there has been 4 to 6 meetings.

Minutes of the meeting shall be taken by the designated Recording Staff. These minutes shall be accessible to the public and shared on social media.

These meetings will be recorded for future use; however, the working group will not be recorded after the fact.

#### Public Meetings Structure

Agendas and Minutes for Roundtable meetings may include any or all the following components:

- Call to Order
- Date, time, location of meeting
- Members present (include office i.e., Chair, Recording Secretary)
- Members absent/regrets
- Disclosure of Pecuniary Interest
- Approval of previous minutes
- Presentations/Deputations
- General Business/Discussion and Reports
- Correspondence
- Closed session (if applicable)
- Next meeting
- Adjournment

#### Additional Meeting Components

Meeting minutes shall be made available to the public.

All meetings shall be open to the public except as allowed through section 239 of the *Municipal Act, 2001*.

The Mayor invite or receive deputations from individuals or organizations about any agenda item or matter under consideration at the Roundtable meeting.

## **7. Disclosure of Pecuniary Interest**

If a Roundtable member has a pecuniary interest, direct or indirect, in any matter in which the Committee is concerned and is, or shall be present at a meeting at any time at which the matter is the subject of consideration, the member:

- a) Shall, before any consideration of the matter, at the meeting verbally disclose the interest and its general nature;
- b) Shall not, at any time take part in the discussion of, or vote on, any question in respect to the matter; and
- c) Shall leave the meeting and remain absent from it at any time during the consideration of the matter.

If a Member is not present and has any pecuniary interest, they shall disclose their interest at the next meeting in attendance.

## **8. Voting of Members**

Every Roundtable member, including the Mayor, who is present at a Roundtable meeting when a question is put shall vote thereon, except where they are disqualified to vote by reason of a pecuniary interest or is absent from the meeting when the question is put.

Every Roundtable member who is not disqualified from voting by reasons of a declared pecuniary interest shall be deemed to be voting against the motion if they decline or abstains from voting.

## **9. Reappointment**

- Members will have the option to put their name forward to be considered for re-appointment by the Mayor as part of the annual recruitment process for membership. To provide continuity, a minimum of twenty (20) per cent of the total number of members will be considered for reappointment after being in term for 2 consecutive years (only if the Roundtable will be on for 2 years);
- Members in their second term of appointment will have the option to put their name forward at the time of their re-appointment. Positions will be appointed by the Mayor;
- A working group of members will be assembled near the end of the one-year term to provide input on Roundtable composition and numbers based on the community issues and what lived experiences will be of value to ensure a broad range of diversity at the Roundtable. All members can encourage individuals who would be a good fit for the Roundtable to apply.

## **10. Scope / Discussion Topic Areas**

These are some of the responsibilities, but not limited to, the scope of what the Roundtable shall discuss:

- **Identity Barriers**
- **Send Recommendations**
- **Set Goals**
- **Invite Calls for Submission on Partnerships**

## **11. Roles and Responsibilities**

- Act as a resource to County council on County priorities concerning affordability and inclusion in our community;
- Share feedback and provide input to County council on the elimination of systemic barriers;
- Roundtable priorities shall be developed each year to align with the County's strategic plans and resources;
- The Recording Secretary shall record all minutes of each Roundtable meeting;
- Promote the creation of inclusive opportunities that celebrate affordability through programs, events, services, and policies;
- Foster a greater understanding and awareness of affordability needs in the community;
- Identify opportunities to educate and inform the County's residents, visitors and businesses, interested parties, about affordable housing;
- Engage community groups and leaders in the activities of the Roundtable;
- Conduct site visits to the respective property, if necessary, prior to the Roundtable.

### **Staff Liaison**

As a resource person, the responsibilities of the County staff member(s) are to:

- The Mayor will designate County staff of the CAO division;
- Provide guidance and advice and remain impartial during discussions of the Roundtable matter with all members;
- Prepare any necessary reports for the Mayor's consideration;
- Ensure that any recommendations proposed by the committee do not contradict the County's budget, by-laws or policies and procedures.

A County staff member will be taking minutes – possibly in the evening – no preference.

### **Meeting Clerk/Secretary**

(In some instances, the Recording Secretary and County staff are one in the same)

The responsibilities of the Recording Secretary are to:

- Prepare the agenda for each meeting in consultation with the Mayor;
- Distribute the agenda to the Roundtable members as outlined in the County's Procedural By-law;
- Post agendas, minutes and meeting dates/times to the County's website as outlined in the County's Procedural By-law;
- Record the minutes of the meeting including resolutions, decisions and other proceedings at the meeting, without note or comment;
- Book the meeting venue, if necessary;
- When necessary and in consultation with the Mayor, cancel a meeting (due to inclement weather or provide knowledge of lack of quorum), if time permits, the members should be contacted to advise of the cancellation.

## **12. Access to Meetings – Closed Meeting Provisions**

Except as provided in this section, all meetings shall be open to the public and the media and Roundtable minutes shall be available upon request. The Mayor may expel any person for improper conduct at a meeting. A meeting may be closed to the public if the subject matter being considered is:

- a) The security of the property of the municipality or local board;
- b) Personal matters about an identifiable individual, including municipal employees or local board members;
- c) A proposed or pending acquisition or disposition of land by the municipality or local board;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality.
- f) The receiving of advice that is subject to solicitor-client privilege; including communications necessary for that purpose;
- g) A matter in respect of which the board or committee may hold a closed meeting under the authority of another Act.
- h) For the purpose of educating or training the members, subject to the condition that no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Roundtable.

Before holding a meeting or part of a meeting that is to be closed to the public, the Roundtable shall state by Resolution:

- The fact of the holding of the closed meeting;
- The general nature of the matter to be considered at the Closed Meeting.

- In the case of a meeting for educational or training purposes, it is closed for that purpose as well.

All deliberations while in Closed Session shall remain confidential unless otherwise approved by the Roundtable in Open Session. The Recording Secretary shall record all minutes of Closed Session without note or comment. These minutes shall remain confidential.

### **13. Provision for Accessibility and Diversity**

Adequate provision shall be made by the Roundtable and relevant County staff to ensure that meeting locations, agenda and minute formats, recording minutes, external speakers, supporting materials for meetings, communications and conduct of meetings be accessible, to ensure maximum participation and quality customer service. Reference may be made to the provisions of the *Ontarians with Disabilities Act*, and similar legislation, policies and guidelines.

### **14. Group Members' Agreement to the Terms of Reference**

This space shall be used for a paper (hard copy) for all group members to sign as agreement to the Roundtable's Terms of Reference.

<b>Date</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Telephone</b>	<b>Job Title/Position</b>